

JOB ANNOUNCEMENT

POSITION TITLE: Assistant Clerk of the Court II
LOCATION: 3rd District Court - West Jordan
TYPE OF POSITION: Full-time, with benefits
HIRING RANGE: 46-49/ \$16.92 - 18.36
CLOSING DATE: **June 12, 2007 at 5:00 PM**

RESUMES SHOULD BE DIRECTED TO:

Craig Ludwig
West Jordan District Court
8080 South Redwood Rd.
West Jordan UT 84088
801-238-7409 (Phone)
801-233-9760 (Fax)

DUTIES: Under general direction from the Clerk of the Court, administer the clerical operations of the 3rd Judicial District.

- Evaluates court operations and procedures, advises division supervisors regarding procedures, operations, and supervisory issues; ensure procedural and operational efficiency;
- Manages case flow to ensure cases are processed timely and effectively, supervise accounting and financial activities;
- Oversees supervision, work assignment, hiring, performance evaluation, discipline and termination of employees;
- Assists with the preparation of site budget, monitor expenditures;
- Coordinates court operations with allied government agencies;
- Performs other related court duties as assigned

MINIMUM QUALIFICATIONS: At least five years of deputy court clerk experience and current on education requirements or an equivalent combination of education and experience. The successful candidate must complete the deputy court clerk career track requirements and approved training in supervisory and management practices in a timely manner.

APPLICATION PROCESS: State Court application forms are available at the Dept. of Workforce Services, the Administrative Office of the Courts, 450 S State, SLC, or downloaded from the Internet at www.utcourts.gov. Applications should include a resume.